



# Burien

## Parks, Recreation & Cultural Services

Facility Rental Information & Usage Conditions

### Dottie Harper House

421 SW 146th ST, WA 98166 / (206) 812-4723

#### What do I need to know about the facility?

1. Rental space includes 2 rooms on the main floor of a small house. The primary room is 500 square feet and the adjacent room is 300 square feet. A small multi-purpose area is also on this floor.
2. The facility has one unisex restroom.
3. The facility **is not ADA accessible** and has **5 stairs up to main floor area**.
4. Facility has 8 parking stalls with additional parking on the street and at the Burien Community Center, which is located adjacent to the Dottie Harper House at 14700 6<sup>th</sup> Avenue SW.
5. There will be no staff person on-site during your rental. Renter is responsible for checking out a key and returning key to the Burien Community Center following usage.
6. **Facility Rental Hours:** 7AM – 12AM Monday – Sunday.
7. Space offers 30 chairs and 3 tables.

#### When can I make a reservation?

1. Call (206) 812-4723 or visit the Burien Community Center at 14700 6<sup>th</sup> Ave SW with an appointment.
2. Rentals are accepted on first-come, first-served basis. Ongoing rentals may be requested for a 3-month period of time.

#### What are the rental rates?

Dottie's Harper House Rental Rates				
Floor	Occupancy	Reservation / Security Deposit	Non Profit	Table & Chairs
Middle Floor	30	\$50-\$150	\$10* per hour (2 hour minimum)	3 tables 30 chairs

**\*Resident/Organization Discount \$5 off hourly rate.**

#### **Non-profit definition:**

Non-profit agencies based in the Highline community and/or those who contribute to the parks, recreation, and/or cultural\services of the City of Burien. The non-profit groups must be established as a tax exempt 501(c)(3)charitable organization and is exempt from payment of income taxes by federal and state law, and has been in existence for a minimum of six (6) months preceding the date of the rental request. (Pursuant to Federal regulations and County requirements, church groups are not considered non-profit.

#### How do I make a reservation?

1. Designated Rental Group Representative or Individual is required to sign the rental document, be on-site during the entire rental and be responsible for rental procedures and their group's conduct.

2. Set up and clean up time in the total rental time.
3. Rental fee must be paid for a minimum of 2 hours.
4. A Non-Refundable Reservation fee of \$15 will be charged at the time of booking.
5. Full Rental Payment (Balance) is due a minimum of fourteen (14) days prior to the rental date. Rental payment balances not received by this date will result in cancelled reservation. If the rental is booked less than (14) days prior to the rental date, full payment by debit card, credit card, or cash must be made at the time of booking.

#### **What happens if I need to cancel my reservation?**

Cancellations made greater than 30 days will not be charged a cancellation fee. Cancellations less than 30 days will result in forfeit of security deposit.

#### **What happens if I need to change my reservation?**

1. **Date Change-** Require (14) days in advanced and may be accommodated if space available.
2. **Time Change (adding time)** If available, additional hours may be prearranged. Request will require ten (14) days in advance and is available. Please note that not all requests may be granted.

#### **Are there any restrictions to reserving the facility?**

1. Decorations may be used if attached to walls with painter's tape and removed following event.
2. Materials not allowed during rentals include: dried rice, birdseed, confetti, dance wax fog/smoke machines, push tacks, nails, staples, scotch tape, and duct tape.
3. No flammable materials are allowed with the exception of floating candle centerpieces and birthday candles are allowed.
4. Amplification that produces sound cannot be audible at the distance of 30 feet or farther from the event area except by special permission (i.e. a "Special Event Permit") from the City.
5. Illegal substances are not permitted in the facility or park.
6. Smoking is prohibited in all facilities.

#### **What are my responsibilities as a renter?**

Clean-Up Is the responsibility of the renter and requires the rental area to be set-up and left in the exact condition as upon arrival, including any common area or restrooms used by group or individual.

#### **Renters are responsible for the following cleaning procedures.**

1. Remove all garbage and place in the dumpsters located at the Burien Community Center.
2. Pick up any garbage in common area and restrooms. Place trash in dumpsters.
4. Wipe down tables with the disinfectant spray.
5. Clean all floor surfaces. Sweep and mop as necessary. Any spills on floors must be cleaned up immediately.

#### **Security Deposits**

##### **Meeting Rooms**

**\$50 - \$150**

1. Renters will be provided a questionnaire at time of booking to determine deposit amount.
2. The Security Deposit is required in-full at the time of reservation.
3. Rentals must be booked fourteen (14) days in advance.
4. Rental Groups should expect their Security Deposit refunds mailed no more than fifteen (15) business days after the event for groups adhering to the rental use conditions